

PROJECTED SWAM REPORTING DATES FY07

Appendix 2

2007 quarter	Month	P-card Charges Included In the Qtr Report	Charge Card Closing Date	CARS Payments (other than P-card charges) Included in the Qtr Report
		Charge Card Posted Dates		
1st Quarter	July, 2006	*06/16- 07/17	17-Jul	07/01 - 09/30 which includes CARS Fiscal Months July, August & September
	August, 2006	*07/18 - 08/15	15-Aug	
	September, 2006	*08/16 - 09/15	15-Sep	
2nd Quarter	October, 2006	*09/16 - 10/16	16-Oct	10/01 - 12/31 which includes CARS Fiscal Months October, November & December
	November, 2006	*10/17 - 11/15	15-Nov	
	December, 2006	*11/16 - 12/15	15-Dec	
3rd Quarter	January, 2007	*12/16 - 01/15	15-Jan	01/01 - 03/31 which includes CARS Fiscal Months January, February & March
	February, 2007	*1/16 - 02/15	15-Feb	
	March, 2007	*02/16 - 03/15	15-Mar	
4th Quarter	April, 2007	*03/16 - 04/15	16-Apr	04/1 - 06/30 which includes CARS Fiscal Months April, May & June
	May, 2007	*04/16 - 05/15	15-May	
	June, 2007	*05/16 - 06/15	15-Jun	

1. Do not use the charge dates for the purpose of reporting SWAM
 2. Utilize the charge card statement for SWAM reporting after the payment has been processed
 3. Closing date for the monthly P-card statement is the 15th of each month (charges made close to this date may take as long as two months before reflected in CARS)
 4. e-Bill will be received by agencies three days after the closing date each month
 5. Payments to the charge card statement for the last month of the quarter should be processed by the end of the month. If not, the agency charges may not be captured in the current quarterly SWAM report
- For example:** 1st Quarterly SWAM Report will include: CARS payments from 7/1/06 through 9/30/06; and, charge card payments for charges posted on statements from 6/16/06 through 9/15/06